

~~CONFIDENTIAL~~
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30 December 1950

Procedure file

MEMORANDUM FOR: Chief, Building Maintenance and Utilities Branch
Chief, General Services Branch
Chief, Real Estate and Construction Branch
Chief, Reproduction Branch
Chief, Transportation Branch

SUBJECT: Sunday and Holiday Duty

1. In compliance with Administrative Instruction No. [] dated 19 December 1950, the regular skeleton staff required in the Administrative Services Division on Sundays and holidays, in addition to the usual telephone operators, chauffeurs, and couriers, will consist of the following:

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One Administrative Services Duty Officer (hereinafter referred to as the ASDO) and one Secretarial Assistant, if deemed necessary.

One Reproduction Branch employee capable of performing ditto, mimeograph and photostat work.

One Transportation Branch employee capable of handling travel and transportation arrangements which may be required.

2. An ASDO duty roster is attached for the period 1 January 1951 through 31 March 1951. Duty rosters for the Reproduction and Transportation employees will be prepared by the Chiefs of these respective Branches, copies of which will be furnished the Administrative Officer, Administrative Services Division.

3. The Administrative Officer, Administrative Services Division, will prepare a Duty Officer Book containing instructions as to the action to be taken on days of duty, names and home telephone numbers of Branch Chiefs, Assistant Branch Chiefs, and Chiefs of Sections. Copies of the duty rosters mentioned in paragraph 2 above will also be included in this book. The Duty Officer Book will not contain information classified above "Restricted" in order that it may be left at the desk of the Deputy Chief, Administrative Services, on weekends and holidays.

4. ASDO's will be located in Room 201 North Building, Extension. The hours of Sunday and holiday duty will be from 8:00 A.M. to 5:00 P.M., for which overtime or holiday pay, whichever is applicable, will be paid. The question of secretarial assistance will be determined by the ASDO and should be based on the necessity for accomplishing regular work for which he and the secretarial assistant are primarily responsible.

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SEE REVERSE FOR DECLASSIFICATION ACTION

5. Chiefs of Branches will inform the ASDO prior to the duty day of work to be performed and the personnel who will report for overtime work in their respective Branches on that day. All Administrative Services personnel working on Sundays or holidays will be expected to physically report to the ASDO or to call him by telephone to advise of their presence. This is necessary in order that the ASDO will be fully informed of those personnel who are available for work on these occasions.

6. Branch Chiefs and their assistants, will by arrangement between themselves, be available at their homes for telephone calls from the ASDO. One or the other must always be available. In the event it is necessary to leave their homes, information should be available as to whether or not they are expected to return or the telephone numbers at which they may be reached. ASDO's will report to the Chief, Administrative Services, any occasions on which Branch Chiefs or Assistants could not be reached. Any Administrative Services employee contacted by the ASDO on a day of duty and requested by the ASDO to report for work must do so. Personnel in all branches will be so instructed by their respective Branch Chiefs.

7. ASDO's will maintain a record of the personnel reporting for work on each day of duty, and will maintain a list of problems which have arisen and the telephone calls received. These reports will be filed in a safe place in accordance with security regulations until the next day of regular duty, at which time the reports will be turned over to the Administrative Officer, Administrative Services Division.

8. Exchanges in assigned dates for Sunday or holiday duty between individuals may be made by mutual agreement and notification to the Administrative Officer, Administrative Services Division. However, the person assigned for the day of duty will be responsible for being sure that his replacement actually reports for duty.

9. This memorandum will be circulated to all personnel in your Branches and initialled by them in order that they will comply with instructions contained herein.

Signed

W. L. PEEL
Chief, Administrative Staff

Attachment
MEW;lw

cc: Assistant to the Chief, Admin. Services

Chief
Chief
Head,
Head,
Asstg.

Chrono

Adm. Inst.

Procedure

Duty Officer book

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